State of North Carolina
Office of the State Chief Information Officer

Beverly Eaves Perdue
Governor

Jonathan Womer
State Chief Information Officer

Memorandum

To: Agency Heads
             Agency CIOs

From: Jonathan Womer

Subject: Agency Business Continuity Plan (BCP) Submissions for 2012

Date: July 16, 2012

Pursuant to G.S. §147-33.89, submission of a business and disaster recovery plan to my office is required on an annual basis. In addition to examining the statutory requirements of your agency's business continuity plan (BCP), we will also evaluate each BCP against key information technology standards and best practices. Plans submitted last year are currently being reviewed, and you will receive feedback by August 10, 2012. As part of that feedback, ITS will provide you its record of any disaster recovery (DR) services you are receiving for your IT applications from ITS.

Over the last three years we have achieved a standardized look and feel of the state agencies' BCPs using the Living Disaster Recovery Planning System (LDRPS) web-based application. Overall, agencies have strengthened their documentation of all critical applications and the essential resources needed to sustain or recover them from a disruption or disaster. It remains imperative for agencies to fully understand the relationships between their critical systems and processes and the supporting components to ensure the success of business continuity and disaster recovery planning. Therefore, it is vitally important that your agency continue to maintain accurate, up-to-date records in both the Application Portfolio Management (APM) tool and LDRPS. Application data is maintained by each agency for the state's critical applications and for IT Business Continuity reporting purposes in these systems.

This year, focus should be placed on reviewing the overall plan and ensuring the critical applications and their dependencies are well documented. The minimum requirements for this year's submission are consistent with last year and are identified on the BCP checklist (Attachment A). Within LDRPS, a pre-defined table of contents has been created and should be utilized to generate your BCP. This will enable a consistent view across all agencies. Additional reports may be added to support your agency's unique needs.

Please submit your agency's BCP along with the submission memo (Attachment B) to my office no later than October 31, 2012. In an effort to ameliorate multiple review cycles for your staff, this date aligns with the annual Continuity of Operations (COOP) due date identified by the Department of Public Safety in accordance with Executive Orders 102 (6/1/2006) and 118 (6/4/2007). My staff will review the plans and provide feedback to your agency's BCP Administrator for review and comment. The Enterprise Security and Risk Management

Office (ESRMO) will be leading this review. For questions about the Enterprise IT Business Continuity Management Program, please contact Chip Moore at 919-754-6300 or Chip.Moore@nc.gov, or Debora Antley at 919-754-6231 or Debora.Antley@nc.gov, or Janice Hunter at 919-754-6232 or Janice.G.Hunter@nc.gov.

My office treats business continuity plans as public security plans, which are exempt from the State Public Records Act, pursuant to G.S. §132-1.7. Accordingly, the plans are discussed within ITS only on a need-to-know basis in furtherance of ITS' mission and objectives.

Please do not hesitate to let me know if we can be of further assistance.

Attachments: Attachment A: Business Continuity Plan Review Checklist for 2012
                   Attachment B: Business Continuity Submission Memo

cc: Micky Verma, ITS Chief Information Officer
       George Bakolia, Managing Director Security and Safety
       Chip Moore, State Chief Security and Risk Officer
       Agency Business Continuity Management Administrators